Subject: Guidelines for all labour contracts under Institute Works Department

The various guidelines to be followed for all labour contracts under Institute works department are as follows:

- The minimum wage for all labour contracts should be paid in accordance with the "Area wise Rates of Minimum Wages for Scheduled employments in the central sphere"

- All labour contracts should be in adherence with CPWD contractor labour regulations (GCC 2020, Maintenance works)

- **Record Maintenance:**
  All labour records should be maintained as detailed in CPWD contract regulations. Attendance card-cum-wage slip and Employment Card should be issued to all the workers. The formats of the various records should be as per Appendix (III, IV, V, VII, VIII, IX) of the CPWD contractor labour regulations.

- **Documents Required with the Wage Bill**
  - The contractor should ensure that wages of every person employed as contract labour is paid *before the expiry of tenth day after the last day of the month* (e.g., for wages of May, payment should be made by June 10).
  - Along with the wage bill, the contractor should submit the following items:
    - The attendance detail of every worker for the respective month along with the wage bill.
    - The cheque no. or bank transaction detail in favour of every worker employed in the contract.
  - Along with the bills of EPF & ESI, the contractor should submit the following items for the respective month:
    - Challans generated.
    - Payment Confirmation Receipt.
    - Bank Statement/transaction details which shows the payment has been done in favour of EPF & ESI organization.
    - Verified documents from the EPF and ESI portals showing the details of individual workers for whom EPF and ESI contribution have been submitted.
The proof of payment of wages must include a copy of "Register of wages" with a certificate endorsed by EIC with his signature at the end of the entries in the following form:

"Certified that the amount shown in column No ................................ has been paid to the workers concerned through bank account of labour on ................................ at........". Institute format for the certificate is as shown given Appendix VI.

- Processing Timeline
  - The contractor should furnish the bill in respect of the monthly charges for providing services under the contract to the Engineer in Charge (EIC), in the last week of every month.
  - The EIC should scrutinize and submit the bill for payment to accounts department within 3 working days of submission of bill by the contractor, if all the documentation are in order.
  - The Institute will ensure payment to the contractor within ten working days from the date of submission of bill to the Accounts Section along with the other required documents.

- In case of contractor failing to submit the required details of EPF and ESI payment, contractor should submit an affidavit indemnifying IITK for any liabilities arising out of declarations made by him in future and violation of provisions of EPF & MP Act, 1952 and ESI Act, 1948

- The contractor invoice for labour payments should clearly indicate the category of workers, man-days and rates for the calculated total bill amount. If the invoice is presented in lumpsum (LS) amount, the Engineer in Charge should return the invoice to the contractor without processing.

This Office Order is issued with the approval of Competent Authority and is applicable with immediate effect.

This is for the necessary information to all concerned.

[Signature]
Dean of Infrastructure and Planning

Copy to:
1. Director
2. DY. Director
3. Registrar
4. Jt. Registrar, F & A
5. SE, IWD
6. Web master – for circulation among all concerned
Labour Board

**Name of work**

**Name of Contractor**

**Address of Contractor**

**Name and address of C.P.W.D. Division**

**Name of C.P.W.D. Labour Officer**

**Address of C.P.W.D. Labour Officer**

**Name of Labour Enforcement Officer**

**Address of Labour Enforcement Officer**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Category</th>
<th>Minimum wage fixed</th>
<th>Actual wage paid</th>
<th>Number present</th>
<th>Remarks</th>
</tr>
</thead>
</table>

**Weekly holiday**

**Wage period**

**Date of payment of wages**

**Working hours**

**Rest interval**
Register of Workmen Employed by Contractor

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name and Surname of workman</th>
<th>Age and Sex</th>
<th>Father's/Husband's name</th>
<th>Nature of employment/ designation</th>
<th>Permanent home address of the workman (Village and Tehsil, Taluk and District)</th>
<th>Local address</th>
<th>Date of commencement of employment</th>
<th>Signature or thumb impression of the workman</th>
<th>Date of termination of employment</th>
<th>Reasons for terminations</th>
<th>Remarks</th>
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</table>
**Wage Card**

<table>
<thead>
<tr>
<th>Workman No.</th>
<th>Name of Workman</th>
<th>Designation</th>
<th>Name and Location of Work</th>
<th>Date of Issue</th>
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</thead>
</table>

**Rate of Wages**

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</table>

**Amount**

**Signature**

*The Wage Card is valid for one month from the date of issue*
Wages Slip

Name and address of contractor

Name and Father's/Husband's name of workman

Nature and location of work

For the Week/Fortnight/Month ending

1. Number of days worked

2. Number of units worked in case of piece rate workers

3. Rate of daily wages/piece rate

4. Amount of overtime wages

5. Gross wages payable

6. Deduction, if any

7. Net amount of wages paid

Initials of the contractor or his representative
Employment Card

तेजेदार का नाम व पता
Name and address of contractor

कार्यालय का नाम व पता जिसके अर्थात ठेका चल रहा है
Name and address of establishment under which contract is carried on

कार्य का नाम व स्थान
Name of work and location of work

गुरुवार नियोजक का नाम व पता
Name and address of Principal Employer

1- मजदूर का नाम
Name of the workman

2- लगाये गए मजदूरों के रजिस्टर में क्रम संख्या
Sl. No. in the register of workman employed

3- रोजगार / पद का नाम
Nature of employment/designation

4- मजदूरी की दर
Wage rate (with particulars of unit in case of piece work)

5- मजदूरी की अवधि
Wage period

6- रोजगार की अवधि
Tenure of employment

7- टिप्पणी
Remarks

Bcdnj d: gLrk0lj
Signature of contractor
### Muster Roll

Name and address of contractor:

Name and address of establishment under which contract is carried on:

Nature and location of work:

Name and address of Principal Employer:

For the Month of fort-night:

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Name of Workman</th>
<th>Sex</th>
<th>Father’s/Husband’s name</th>
<th>Dates</th>
<th>Remarks</th>
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</tbody>
</table>
LIST OF ACTS AND OMISSIONS FOR WHICH FINES CAN BE IMPOSED

In accordance with rule 7(v) of the CPWD Contractor's Labour Regulations to be displayed prominently at the site of work both in English and local Language.

1. Wilful insubordination or disobedience, whether alone or in combination with other.
2. Theft, fraud or dishonesty in connection with the contractors beside a business or property of CPWD.
3. Taking or giving bribes or any illegal gratifications
4. Habitual late attendance.
5. Drunkenness, lighting, riotous or disorderly or indifferent behaviour
6. Habitual negligence.
7. Smoking near or around the area where combustible or other materials are locked
8. Habitual indiscipline.
9. Causing damage to work in the progress or to property of the CPWD or of the contractor.
10. Sleeping on duty.
11. Malingering or slowing down work.
12. Giving of false information regarding name, age father's name, etc.
13. Habitual loss of wage cards supplied by the employers.
14. Unauthorised use of employer's property of manufacturing or making of unauthorised particles at the work place.
15. Bad workmanship in construction and maintenance by skilled workers which is not approved by the Department and for which the contractors are compelled to undertake rectifications.
16. Making false complaints and/or misleading statements.
17. Engaging on trade within the premises of the establishments.
18. Any unauthorised divulgence of business affairs of the employees.
19. Collection or canvassing for the collection of any money within the premises of an establishment unless authorised by the employer.
Register of wages

Name and address of contractor

Name and address of establishment under which contract is carried on

Nature and location of work

Name and address of Principal Employer.

| Sr. No. | Name of workman | Name of workman | Name of workman | Name of workman | Name of workman | Name of workman | Name of workman | Name of workman | Name of workman | Name of workman | Name of workman | Name of workman | Name of workman | Name of workman | Name of workman | Name of workman | Name of workman | Name of workman | Name of workman | Name of workman | Name of workman |
|---------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
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| 3       |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |
| 4       |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |
| 5       |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |
| 6       |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |
| 7       |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |
| 8       |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |
| 9       |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |
| 10      |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |
| 11      |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |
| 12      |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |
| 13      |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |
| 14      |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |
| 15      |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |
| 16      |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |

Certified that the amount shown in column No ........................................ has been paid to the workman concerned through bank account of labour on ...................... at ............

Signature of Engineer In Charge